



**Department of Health and Human Services  
Office of the Commissioner  
Policy and Procedure Statement**

Policy # DHHS-15-05

Issue Date: 10/31/05

Revised Date:

**I. SUBJECT**

Protocols for Reporting work-related Injuries, Illnesses and Medical Conditions and Safety and Health Issues.

**II. POLICY STATEMENT**

The purpose of this Policy is to outline the procedures to report work-related Injuries, Illnesses and Medical Conditions of Department employees, and to report health risks discovered in the workplace.

**III. RATIONALE**

The goal of the Department is to reduce health risks in the workplace. As a Department of Health and Human Services employee, each of us is responsible for reporting potential safety and health risks. Hazards that may cause risk to employees, visitors, and clients shall be reported to the building/facility manager, the building's/facility's health and safety representative, or the Department Health and Safety Coordinator.

**IV. PROCEDURE STATEMENT**

**Injury Reporting: Within 24 hours of learning that an employee believes the injuries, illnesses or medical conditions is connected to his/her work for the Department,** all supervisors or managers with direct knowledge of the injury, illness or medical condition must complete a Management Report of Injury ("MROI") and fax it to the DHHS Office of Human Resources. The employee should be encouraged to complete an Employee Report of Injury ("EROI") and other accompanying documents, and fax them to the DHHS Division of Human Resources.

Human Resource staff will schedule necessary medical appointments with occupational health and treatment professionals. All medical care, physical therapy, and equipment requirements must be requested through the DHHS Division of Human Resources.

If immediate medical care is needed, the injured employee should be treated at the nearest Hospital Emergency Room. Immediate supervisors should be given notice of an Emergency Room visit as soon as possible. When staff come into contact with blood borne pathogens (such as when an employee has been stuck by a needle), immediate medical care should be sought at the nearest Hospital Emergency Room. (See Blood-borne Pathogens Policy for specific information).

**Protocol for reporting Safety and Health Issues:** Report all concerns relating to safety and health to the local safety representative, building manager, or the Department Health and Safety Coordinator, as well as to the immediate supervisor of the hazardous area in question, if applicable. See Indoor Air Quality Policy for specific information regarding procedures for addressing potential air quality concern.

Safety and health reports/concerns will be reviewed in a timely fashion by the Chair of the local Health and Safety Committee or appropriate supervisor to determine appropriate action. Recommendation(s) on how to make a building safer for employees, visitors, and clients will be made to the building/regional/office manager. Resolution of safety issues will be reported to staff. Unresolved issues or issues having statewide implications will be brought to the Department Health and Safety Coordinator for possible discussion with the Statewide DHHS Health and Safety Committee. Reporting documents/forms will be maintained in a central location in the applicable building/facility.

**V. DISTRIBUTION**

All employees, via email and hard-copy postings on designated bulletin boards.

10/31/05

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Effective Date

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John R. Nicholas  
Commissioner